



# FAMILY FOSTER HOME LICENSURE & NON-RELATED KINSHIP

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A dark blue background featuring a central silhouette of a family of four (two adults and two children) holding hands. The silhouettes are rendered in a slightly lighter shade of blue than the background. The text is positioned to the left of the family silhouette.

**FAMILY  
FOSTER HOME  
LICENSURE**

# FAMILY FOSTER HOME LICENSURE

- 1 Family Foster Home (FFH) identifies and selects a sponsoring Child Placing Agency (CPA)

The FFH can contact CPAs directly, or through DCF or the Children's Alliance of Kansas (CAK)



# FAMILY FOSTER HOME LICENSURE

- 1 Family Foster Home (FFH) identifies and selects a sponsoring Child Placing Agency (CPA)



The FFH goes through orientation with its chosen sponsoring CPA

→ Policy/procedure

→ Prelicensure training

- 1) TIPS MAPP/Deciding Together
- 2) Medication Administration
- 3) First Aid
- 4) Universal Precautions

→ CPA completes home visit

- 1) Regulation compliance
- 2) Family Assessment interviews

→ Other tasks

- 1) Fingerprints
- 2) Health assessments
- 3) TB tests
- 4) Immunization records
- 5) Pet vaccination records

# FAMILY FOSTER HOME LICENSURE

- 2 CPA submits application materials to DCF electronically



→ Application information

→ Background checks

→ Fingerprint results

# FAMILY FOSTER HOME LICENSURE

## 3 DCF assigns licensing surveyor

→ Surveyor contacts FFH, then schedules and completes onsite survey within 15 days of assignment



→ Surveyor determines compliance or non-compliance with regulations

**COMPLIANT**



**LICENSED**

**NON-COMPLIANT**



**5 DAYS TO BECOME COMPLIANT OR  
SUBMIT PLANS FOR COMPLIANCE**

# FAMILY FOSTER HOME LICENSURE

## 4 License issuance → child placement

### REQUIRED FOR ISSUANCE

- Survey completion
- Verification of compliance
- Background checks & fingerprinting



Average time for license issuance is 3 business days upon verification of compliance.

**DURING  
COVID-19**

If survey was completed virtually, a temporary permit may be issued, and an onsite visit must occur within 90 days.

Once the license is issued, the child(ren) may be placed in the family foster home.

# FAMILY FOSTER HOME LICENSURE

## 5 Foster parent training



→ Each foster parent must complete 8 hours of training per year.

- 2 of those hours must be instructor-led  
*(available virtually during COVID-19)*



DCF contracts with the Children's Alliance of Kansas (CAK) to coordinate and offer training opportunities for foster parents across the state.

→ CAK directly offers classes on a variety of topics and works in partnership with CPAs to provide training

→ All potential foster or adoptive families must complete a pre-service course, either TIP-MAPP (Trauma Informed Partnering for Safety and Permanence Model Approach to Partnerships in Parenting) or Deciding Together

→ All potential foster parents must also complete:

- Universal Precautions

- Medication Administration
- First Aid/CPR

→ CAK and CPAs offer additional classes on topics such as:

- Child development
- The effects of trauma
- Ethical relationships in child welfare
- Stress management
- Mental health
- Culturally specific hair care

# FAMILY FOSTER HOME LICENSURE

## 6 Annual onsite visit

→ Scheduled and conducted by DCF licensing surveyor



- A. Verify compliance with regulations
- B. Verify required records are on file
- C. Verify required training hours were completed

# FAMILY FOSTER HOME LICENSURE

## 7 Complaint investigations



- Interviews conducted with foster parent, foster child(ren), sponsoring CPA staff, case management staff, and any other collateral contacts
- Unannounced onsite visit to verify compliance  
*(if non-compliant, FFH/CPA have 5 days to submit corrections or plan of corrections for returning to compliance)*

Complaints come through multiple pathways: Kansas Protection Report Center, critical incidents, direct reports to DCF licensing (by phone, email, in-person, or customer service ticket).

A photograph of a man with a beard and a young child smiling together, overlaid with a blue filter. The man is on the left, looking towards the child on the right. The child is smiling broadly. The background is slightly blurred, suggesting an indoor setting.

# FAMILY FOSTER HOME - NON-RELATED KINSHIP

# FAMILY FOSTER HOME – NON-RELATED KINSHIP



A non-related kinship (NRKIN) is a person identified as having a relationship with the child or child's family as defined in PPS policy.

NRKIN follows the same process as Family Foster Home Licensure, except that it allows a child to be placed into the home prior to license issuance.

# FAMILY FOSTER HOME – NON-RELATED KINSHIP

## 1 Sponsoring CPA locates NRKIN

→ The CMP division of the CPA gathers information from the family and child(ren) regarding potential relative/kin options



Name-based  
background  
checks



Walkthrough of  
the home



Child is placed

# FAMILY FOSTER HOME – NON-RELATED KINSHIP

- 2 Application for licensure submitted to DCF within 14 days of child's placement



→ Application information

→ Background checks

- 3 Temporary permit issued when background checks are clear

→ Valid for 90 days

→ Second temporary permit can be issued for another 90 days

# FAMILY FOSTER HOME – NON-RELATED KINSHIP

## 4 DCF assigns licensing surveyor

→ Surveyor contacts FFH, then schedules and completes onsite survey within 30 days



→ Surveyor determines compliance or non-compliance with regulations

**COMPLIANT**



**LICENSED**

**NON-COMPLIANT**



**5 DAYS TO BECOME COMPLIANT OR  
SUBMIT PLANS FOR COMPLIANCE**

# FAMILY FOSTER HOME – NON-RELATED KINSHIP

## 5 License issuance

### REQUIRED FOR ISSUANCE

- Verification of compliance
- Completion of prelicensure training



NRKIN must complete prelicensure training and be in full compliance within 180 days to receive a license.

# FAMILY FOSTER HOME – NON-RELATED KINSHIP

## 6 Foster parent training



→ Each foster parent must complete 8 hours of training per year.

- 2 of those hours must be instructor-led  
*(available virtually during COVID-19)*

# FAMILY FOSTER HOME – NON-RELATED KINSHIP

## 7 Annual onsite visit

→ Scheduled and conducted by DCF licensing surveyor



- A. Verify compliance with regulations
- B. Verify required records are on file
- C. Verify required training hours were completed

# FAMILY FOSTER HOME – NON-RELATED KINSHIP

## 8 Complaint investigations



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# EXCEPTIONS TO REGULATIONS



- As much as is possible while ensuring that children are safe, DCF strives to work alongside family foster homes to help them achieve licensure
- Exceptions to licensing regulations may be requested
- Exceptions may be granted on a case by case basis if the Secretary determines that

the exception is in the best interest of a child in foster care and the exception does not violate statutory requirements

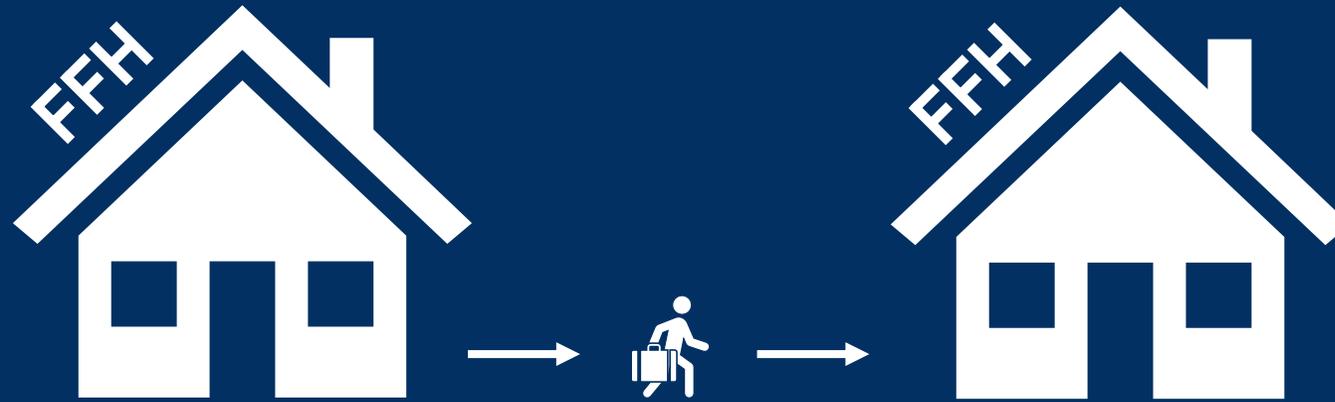
- An exception should identify all information to support the request and document the intent of the regulation is met, and assures health, safety and welfare

# RELATIVE PLACEMENTS



- Relatives serving as placement are not required to be licensed, but may choose to become licensed as a family foster home if they desire
- However, Kansas does not currently allow for any regulations to be waived for relative placements, making the licensure process difficult for some relatives
- DCF and agency partners are shifting to a Kin-First perspective which seeks to make every child's first (and ideally only) placement be with kin
- Streamlining the licensure process for relatives will help increase supports and subsidies available for relatives providing care, which will ultimately ensure better placement stability and long-term permanency
- Efforts to accomplish this goal include:
  - Review of existing program and practices
  - Identifying statutory barriers to relative licensure
  - Potentially waiving non-safety regulations for relatives

# RESPITE CARE



→ Family foster home regulations allow a family to, if they choose, provide short term respite care to foster children

→ Children may need respite care as they transition between placements or when a foster parent needs a break

→ Short term respite is defined as care for less than 24 hours per week for a child

→ Short term respite regulation allows a

family foster home to exceed their licensed capacity by a sibling group of any size or by 2 children

→ For long term respite care (longer than 24 hours), regulation requires the home maintain their licensed capacity

→ There is no existing license type specific to a respite facility, any family foster home may choose to accept respite placements

QUESTIONS?

